

1. What distinction does agency make between "defense information" as described in Executive Order 10501, Section 1, and "security information" as the classification is generally employed?
2. Could the "defense information" and "security information" categories be combined without detriment to security or other considerations?
3. Approximately what percentage of all documents originating in agency are classified in conformity with the requirements of Executive Order 10501, Section 1, or other authority for security classification? If more than one authority for classification is employed by agency give approximate percentage of total classified under each such authority?
- 4. Of all classified documents originated:
  - a. What percentage are classified TOP SECRET?
  - b. What percentage are classified SECRET?
  - c. What percentage are classified CONFIDENTIAL?
  - d. What percentage of documents are classified OFFICIAL USE ONLY or some similar classification not authorized by the provisions of Executive Order 10501, Section 1?
5. Where feasible, give same information as that requested in questions 3 and 4 for documents received in agency.
6. Executive Order 10501, Section 1(c), provides that the classification CONFIDENTIAL will be used only on defense information or material, the unauthorized disclosure of which could be "prejudicial to the defense interests of the nation." Has the agency been requested, or had occasion to clarify for its own purpose the implications and scope of the CONFIDENTIAL classification as thus defined? If so, describe circumstances of such clarification.

7. Does agency feel that the CONFIDENTIAL classification as defined in Executive Order 10501, Section 1(c) should be retained? Give reasons why.
8. Does agency feel that CONFIDENTIAL classification should be abolished?
9. What effect would abolition of security classification CONFIDENTIAL have upon activities of agency?
  - a. Outline administrative effect of such action, as well as effect upon agency operations and activities in production of classified documents.
10. If the CONFIDENTIAL classification were abolished, give examples of documents now in that classification which would be upgraded in order to maintain agency standards of document classification? Give examples of documents which would be downgraded.
11. Have industrial or other nongovernmental contractors indicated in any way that regulations for document classification as enforced by agency under provisions of Executive Order 10501, Section 1, hamper their performance of agency contracts. If so, describe, citing examples where possible.
12. What delegation of authority, as authorized in Executive Order 10501, Section 2 (b), (c) is practiced with respect to document classification?
13. How many individuals in agency have authority to classify or declassify information as defined in Executive Order 10501, Sections 2 (c) and 4? What percentage is this of total administrative, professional or clerical employment? (Omit contract or industrial workers.) If the number of such employees is classified information, "percentage of total" figure will be adequate.
14. If there is appreciable difference between number or percentage of field area and departmental area employees engaged in or responsible for classification and declassification work describe each

area separately, noting number and percentage relationships of employees in each employment area? If the number of such employees is classified information, "percentage of total" figure will be adequate.

15. Executive Order 10501, Section 3(d), provides that a letter transmitting defense information shall be classified at least as high as its highest classified enclosure. In the event that a letter of transmittal contains no reference whatever to contents of enclosure other than to its unclassified title, if title is unclassified, what security classification does agency place upon letter of transmittal?
16. What provisions does agency have for continuing review of classified material so as to downgrade or declassify such material, as provided for in Executive Order 10501, Section 4?
17. What action has agency taken to declassify or downgrade information in its files in accordance with provisions of Executive Order 10501, Section 4?
18. Is there centralized responsibility within the agency for downgrading and declassification policies and activities? If so, describe.
19. Has agency made permanent administrative arrangements for document downgrading and declassification activities in accordance with provisions of Executive Order 10501, Section 4? If so, describe. If not, why not?
20. Have downgrading and declassification activities created additional storage problems? How has agency met such problems? Discuss any personnel, administrative, or financial problems created by each of these factors.
21. Have downgrading or declassification activities created or intensified any security problems? Discuss in detail, giving any proposed alternatives to procedures enforced by terms of Executive Order 10501.

22. Are recipients or holders of classified documents which are subsequently downgraded required to review such documents and reduce classifications to conform with downgrading actions taken by agency in accordance with provisions of Executive Order 10501, Section 4. What is procedure for such review and downgrading? How does agency insure that review is made?
23. Approximately how many documents have been downgraded or declassified in the past 12 months through downgrading activities of agency? Note: Estimates in terms of space (No. of standard size file drawers, cu. ft., etc.) will be both adequate and preferred.
24. Is authority for declassification, downgrading or upgrading of documents, as described in Executive Order 10501, Section 4, delegated by agency head? If so, outline degree of such delegation, showing exact extent of specific delegation. How many employees receive such authority by specific delegation? How many employees receive such authority through subsequent subdelegation? If the number of employees is classified information, "percentage of total" figure will be adequate.
25. Does agency receive UNCLASSIFIED or OFFICIAL USE ONLY documents which are later classified higher by the agency because of addition of factual or interpretative information supplied by agency from information compiled or produced in agency or elsewhere.
  - a. If so, give examples of such upgrading during the past 12 months. Note: This is not the same circumstances described in 26 below, which refers to revision of original classification of document whose contents remain wholly or substantially unchanged.
26. Does agency upgrade security classification of documents received whose contents remain wholly or substantially unchanged? If so, give reasons why. Cite examples.

27. What percentage of documents received from other agencies are thus upgraded, e. g.;
  - a. From OFFICIAL USE ONLY (or other similar term not authorized in Executive Order 10501) to CONFIDENTIAL;
  - b. From CONFIDENTIAL to SECRET;
  - c. SECRET to TOP SECRET.
28. Does agency downgrade documents received whose contents remain wholly or substantially unchanged? If so, answer as in 26, above, giving percentages. Give examples of downgrading and reasons for such action.
29. What is authority for action described in 25, 26, and 28, above?
30. In cases where agency disagrees with security classification placed upon document received from another agency what is done to reconcile such difference? What is done in case another agency disagrees with classification placed upon document by agency?
31. Approximately how many instances of disagreement in classification as described in 30 above have there been in the past 12 months?
32. Which agencies, in order of importance, are responsible for most of such differences in security classification?

33. As result of agency downgrading or upgrading documents in the past 12 months approximately how many security classification changes of one step have resulted; two steps; three steps; (i.e., OFFICIAL USE ONLY (or similar classification) to TOP SECRET or vice versa); four steps (i.e., TOP SECRET to UNCLASSIFIED or vice versa)?
34. How is formal notification, as required in Executive Order 10501, Section 4(h), given to originating agency of action to upgrade or downgrade documents mentioned above?
35. If formal notice is not given, how are provisions of Executive Order 10501, Section 4(h), requiring notification of changes in security classification of documents carried out?
36. Have industrial or other non-governmental contractors indicated in any way that regulations for document marking as enforced by agency under provisions of Executive Order 10501, Section 5(i) hamper their performance of agency contracts? If so, describe, citing examples where possible.
37. In connection with document downgrading, is there an actual periodic review of documents held in secure areas, as described in Executive Order 10501, Section 6, in order to reduce number of classified documents held by the agency? Who is responsible for review? What is procedure for review?
38. Have industrial or other non-governmental contractors indicated in any way the provisions for custody and safekeeping of classified information as enforced by agency under provisions of Executive Order 10501, Section 6, hamper their performance of agency contracts? If so, cite examples where possible.
39. Do agency rules and regulations with respect to personnel clearance for access to classified documents adhere to "need-to-know", ("compartmentation of operations") principle of Executive Order 10501, Section 7, or are classified documents generally available to all individuals who are cleared for that level of security information?

40. Do agency rules for personnel clearance for access to classified documents stem from authorities other than Executive Order 10501, and Executive Order 10450? If so, describe giving authority.
41. Executive Order 10501, Section 7(c), directs that, except as otherwise provided by statute, classified defense information originating in one agency shall not be disseminated outside the receiving agency without consent of the originating agency. What is agency policy on granting or requesting such consent for further dissemination? Have there been any instances of refusals in the past 12 months? What were reasons for refusals? Was permission subsequently granted?
42. Executive Order 10501, Section 8, prescribes certain procedures for transmission of classified documents. Does agency maintain special courier or mail service for transmission of classified documents? If so, briefly describe facilities. If no special service is maintained, describe method employed for transmission of classified documents.
43. What is agency procedure for keeping records of classified documents destroyed in accordance with provisions of Executive Order 10501, Section 9, or other requirement.
44. Does agency have a program for training or indoctrination of employees with respect to document classification? (As provided for in Executive Order 10501, Section 10)? If so, describe scope and content briefly, noting number of employees who have received such training. If the number of employees is classified information, "percentage of total" figure will be adequate.
45. Have any problems arisen through agency exercise of responsibilities and authority under Executive Order 10501 and conflicting statutory or other provisions relating to classified documents? If so, describe briefly indicating how such conflicts were resolved. Did agency request interpretation from Attorney General, as provided in Section 11 of Order?

46. Have any administrative or operational components of agency or its non-governmental contractors requested formal or informal interpretation of Executive Order 10501 since its promulgation? If so, describe circumstances of each request, identifying section or subsections of the Order for which clarification was requested.
47. Was interpretation described in above question requested from the Attorney General, in accordance with Section 11 of Executive Order 10501? Was interpretation made according to Section 18 of Executive Order 10501?
48. What action has agency taken to meet objections or criticism from industrial or other non-governmental contractors concerning agency administration and enforcement of provisions of Executive Order 10501 dealing with document classification (Section 1 ), document marking (Section 5(i)) or document custody and safekeeping (Section 6).
49. Has agency experience with Executive Order 10501 shown need for expansion, restriction or clarification of any sections or subsections of this Order?
50. If agency feels that revision of working, administration, or purposes of Executive Order 10501 is required, outline in detail the nature of revisions needed. If possible, cite actual examples of problems which emphasize such need.

Note: Answer all questions. If not applicable or unable to answer as requested, indicate this in response. Detailed examples or discussion may be attached as tabs, clearly identified as to which response appertaining.